



AGENDA
CARVER HEIGHTS/MONTCLAIR AREA COMMUNITY REDEVELOPMENT AGENCY
COMMISSION CHAMBERS, CITY HALL
MONDAY, SEPTEMBER 12, 2016 5:00 PM

1. CALL TO ORDER

INVOCATION

PLEDGE TO THE FLAG OF THE UNITED STATES OF AMERICA

2. APPROVE MINUTES:

A. Regular meeting held June 27, 2016

3. RESOLUTIONS:

A. Resolutions approving the amended fiscal year 2015-16 Budget and the Fiscal Year 2016-17 Budget; appropriating certain funds to specific redevelopment projects

1. Resolution approving the Amended Fiscal Year 2015-16 Budget; appropriating certain funds to specific redevelopment projects

2. Resolutions approving the Fiscal Year 2016-17 Budget; appropriating certain funds to specific redevelopment projects

B. Presentation by CPM, Inc., for the Carver Heights/Montclair CRA Board to review and comment on the preliminary floor plans for the Neighborhood Resource Center.

4. ROLL CALL:

5. ADJOURN

**MINUTES OF THE CARVER HEIGHTS/MONTCLAIR AREA
COMMUNITY REDEVELOPMENT AGENCY
MONDAY, JUNE 27, 2016**

The Carver Heights/Montclair Area Community Redevelopment Agency held a regular meeting Monday, June 27, 2016. Chairperson Robuck called the meeting to order at 5:20 p.m. with the following members present:

Commissioner John Christian
Commissioner Abraham Conner
Commissioner Elise Dennison
Commissioner John L. Johnson
Chairperson Dan Robuck

Chairperson Jay Hurley was absent and Commissioner Bob Bone arrived late. Others present were City Manager (CM) Al Minner, City Clerk (CC) J. Andi Purvis, City Attorney (CA) Fred Morrison, the news media, and others.

Commissioner Christian gave the invocation followed by the Pledge of Allegiance to the Flag of the United States of America.

**APPROVED MINUTES OF CARVER HEIGHTS/MONTCLAIR CRA MEETING
HELD MAY 23, 2016**

Commissioner Dennison moved to approve the minutes of the meeting held May 23, 2016 and Commissioner Christian seconded the motion.

The roll call vote was:

Commissioner Christian	Yes
Commissioner Johnson	Yes
Commissioner Dennison	Yes
Commissioner Conner	Yes
Chairperson Robuck	Yes

Five yeas, no nays, the Commission approved the minutes.

**ADOPTED RESOLUTION 70 TO EXECUTE A PURCHASE AGREEMENT
BETWEEN ANNIE SCOTT AND THE CITY OF LEESBURG FOR PURCHASE
OF VACANT LAND ADJACENT TO BERRY PARK**

Commissioner Christian introduced the resolution to be read by title only. CC Purvis read the resolution by title only, as follows:

RESOLUTION OF THE CARVER HEIGHTS / MONTCLAIR AREA
COMMUNITY REDEVELOPMENT AGENCY OF LEESBURG,
FLORIDA AUTHORIZING THE AGENCY CHAIRMAN AND
SECRETARY TO EXECUTE A PURCHASE AGREEMENT
BETWEEN ANNIE SCOTT AND THE CITY OF LEESBURG FOR
PURCHASE OF VACANT LAND ADJACENT TO BERRY PARK;
AND PROVIDING AN EFFECTIVE DATE.

MINUTES OF THE CARVER HEIGHTS/MONTCLAIR AREA COMMUNITY
REDEVELOPMENT AGENCY MEETING MONDAY, JUNE 27, 2016

Commissioner Dennison moved to adopt the resolution and Commissioner Christian seconded the motion.

Chairperson Robuck requested comments from the Commission and the audience.

Commissioner Dennison asked what this property is going to be used for. CRA Manager (CRAM) Ken Thomas stated once the house is down and the land is cleared they are going to provide some active recreational activities for the community.

Commissioner Dennison asked if we have seen any proposals for this yet. CRAM Thomas stated actually there is a park master plan which calls for outdoor recreation.

Commissioner Christian asked if this parcel is beside the first acquired property. CRAM Thomas stated yes, and that this will fit in nicely because Public Works is planning to put the bathroom there. Trying to fit a bathroom facility amongst all the trees created a problem, but when you tear down the house and add the vacant land, you have clear right of way for some nice recreation.

Commissioner Christian stated he thinks a map would have been really good with this one. CRAM Thomas Ken apologized, stating he actually had one for the last acquisition but forgot with this one.

Commissioner Johnson stated when we put in the retention pond, some parking spaces were lost and asked if this will expand that. CRAM Thomas replied yes; this is going to be a very hybrid space to use.

The roll call vote was:

Commissioner Johnson	Yes
Commissioner Dennison	Yes
Commissioner Conner	Yes
Commissioner Christian	Yes
Commissioner Bone	Yes
Chairperson Robuck	Yes

Six yeas, no nays, the Commission adopted the resolution.

PUBLIC COMMENTS: None

ROLL CALL:

Commissioner Christian stated he had a good time at Juneteenth for the short while he was there and thanked the CDC / Carver Heights for putting on the event.

Commissioner Conner had nothing this evening.

Commissioner Dennison asked where we stand with the Resource Center. **CRAM Thomas** stated we have hired the general contractor and have selected the architect. Purchasing is currently negotiating the contract and we think it should be on the July 11th

MINUTES OF THE CARVER HEIGHTS/MONTCLAIR AREA COMMUNITY
REDEVELOPMENT AGENCY MEETING MONDAY, JUNE 27, 2016

agenda. Once the architect is on board we are planning to sit down with everyone to gather ideas of what they would like to see in the facility.

Commissioner Johnson had nothing this evening.

Commissioner Bone stated he also enjoyed the Juneteenth activities he was able to attend. His wife got to be a judge in the pageant Friday night and she enjoyed it as well. His two boys had a good time at the carnival with the train, games and the food. He thanked the CDC for putting on the event; it was a lot of fun.

Chairperson Robuck had nothing this evening.

ADJOURN:

Commissioner Christian moved to adjourn the meeting. The meeting adjourned at 5:28 p.m.

Chairperson

ATTEST:

J. Andi Purvis
Secretary / City Clerk / Recorder

CARVER HEIGHTS/MONTCLAIR AREA COMMUNITY REDEVELOPMENT AGENCY

Item No: 3A

Meeting Date: Al Minner, City Manager
Brandy McDaniel, Budget Manager

Subject: Resolutions Amending the Budget for Fiscal Year 2015-16 and Adopting the Budget for Fiscal Year 2016-17 for the Carver Heights/Montclair Area Community Redevelopment Agency

Staff Recommendation:

Staff recommends approval of the amended budget for fiscal year 2015-16 and the budget for fiscal year 2016-17 for the Carver Heights/ Montclair Area Community Redevelopment Agency.

Analysis:

As seen in Attachment A, Fiscal Analysis for the four year period ending August 31, 2016, there will be approximately \$213,952 available that can be carried forward and spent in fiscal year 2016-17. As shown in Attachment B, the total funding appropriation proposed for the Carver Heights/ Montclair Area CRA for fiscal year 2015-16 is \$203,904. The projects planned for the fiscal year are as follows:

- Redevelopment projects
- Continue Demolition program
- Housing Rehabilitation
- Entrance Improvements
- Berry Park Improvements
- Construct West Leesburg Neighborhood Center

Options:

1. Approve the amended budget for fiscal year 2015-16 and the budget for fiscal year 2016-17 for the Carver Heights/ Montclair Area Community Redevelopment Agency; or
2. Such other action directed by CRA

Fiscal Impact:

The budget is necessary to appropriate funds and complete the activities approved by the Community Redevelopment Agency.

Submission Date and Time: 9/9/2016 9:54 AM

Department: _____ Prepared by: _____ Attachments: Yes____ No ____ Advertised: _____ Not Required _____ Dates: _____ Attorney Review : Yes____ No ____ _____ Revised 6/10/04	Reviewed by: Dept. Head _____ Finance Dept. _____ Deputy C.M. _____ Submitted by: City Manager _____	Account No. _____ Project No. _____ WF No. _____ Budget _____ Available _____
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**Carver Heights Community Redevelopment Agency
Fiscal Analysis since inception for the period ending on
Fund Balance as of August 31, 2016**

Prepared by: Finance Department

	<u>Total</u>
Fiscal Year 2012-2013:	
Revenues from other agencies	\$ 84,198.85
Interest	5,246.62
Revenue from City (Interfund Transfers In)	68,586.89
Sale of CRA property	94,504.49
Ship Grant funds	351.00
Debt proceeds	0.00
CDBG Federal grants	75,000.00
Expenditures	(287,284.78)
Encumbrances	
Interfund Transfers out	
Housing rehab program	(10,284.00)
BRAGG Business Redevelopment	
Debt service costs	(203,659.01)
Excess of revenues over expenditures	<u>(173,339.94)</u>
Fund Balance as of September 30, 2013	<u>\$ 844,231.69</u>
Fiscal Year 2013-2014:	
Revenues from other agencies	\$ 93,084.58
Interest	(3,736.40)
Revenue from City (Interfund Transfers In)	75,682.97
Sale of CRA property	213,813.23
Property rental	10.00
Ship Grant funds	0.00
Debt proceeds	0.00
CDBG Federal grants	
Expenditures	(552,276.35)
Encumbrances	
Interfund Transfers out	(490.94)
Housing rehab program	(15,483.00)
BRAGG Business Redevelopment	
Debt service costs	(203,822.44)
Excess of revenues over expenditures	<u>(393,218.35)</u>
Fund Balance as of September 30, 2014	<u>\$ 451,013.34</u>
Fiscal Year 2014-2015:	
Revenues from other agencies	\$ 105,704.74
Interest	1,926.45
Revenue from City (Interfund Transfers In)	75,690.75
Sale of CRA property	0.00
Property rental	0.00
Ship Grant funds	0.00
Debt proceeds	0.00
CDBG Federal grants	310,405.75
Expenditures	(199,146.78)
Encumbrances	
Interfund Transfers out	(212,613.75)
Housing rehab program	(8,734.00)
BRAGG Business Redevelopment	
Debt service costs	(203,992.56)
Excess of revenues over expenditures	<u>(130,759.40)</u>
Fund Balance as of September 30, 2015	<u>\$ 320,253.94</u>
Fiscal Year 2015-2016:	
Revenues from other agencies	\$ 94,598.15
Interest	238.01
Revenue from City (Interfund Transfers In)	68,076.50
Sale of CRA property	0.00
Property rental	0.00
Ship Grant funds	0.00
Debt proceeds	0.00
CDBG Federal grants	95,377.65
Expenditures	(58,193.62)
Encumbrances	
Interfund Transfers out	
Housing rehab program	
BRAGG Business Redevelopment	
Debt service costs	(306,398.88)
Excess of revenues over expenditures	<u>(106,302.19)</u>
Fund Balance as of August 31, 2016	<u>\$ 213,951.75</u>

Description

The City of Leesburg created the Carver Heights/ Montclair Area Community Redevelopment Agency (CHCRA) on December 10, 2001 (Ordinance 01-61). The trust fund is effective for 15 years expiring on September 30, 2016 pursuant to Section 163.512 Florida Statutes. The trust generates the majority of its annual income from tax increment revenues. The base year was established in 2001 with an assessed taxable value of \$57,980,259. The purpose of creating the CRA was to identify and address blighted conditions and to enable the City to establish a mechanism to finance redevelopment projects through Tax Increment Financing (TIF). The boundaries of the CHCRA are generally County Road 468 to the east, the West Fork Road to the west, the Leesburg city limits to the north, and Center Street/ Montclair Road to the south.

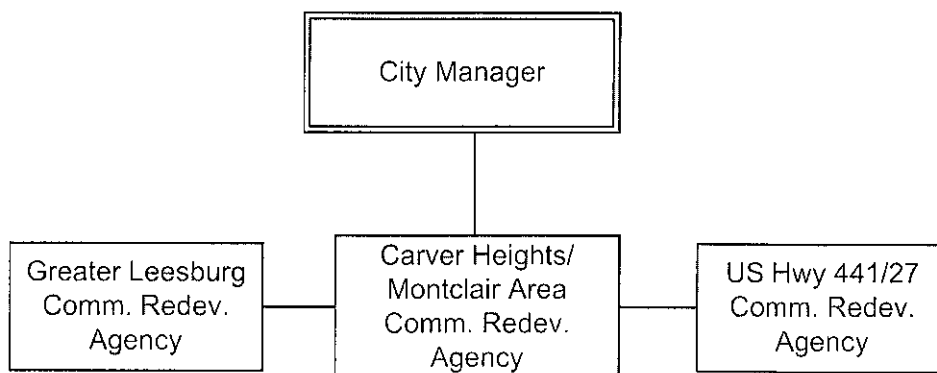
The Carver Heights/ Montclair Area CRA was expanded in July 2015 by 327 acres and 83 properties. In addition the CHCRA was extended by 30 years to 2045. The base year for the properties that were added is 2015. The base year for the original properties remained at 2001.

The Carver Heights Redevelopment Plan identified the following five (5) most crucial projects:

- Develop Senior Housing
- Develop infrastructure and pedestrian support (sidewalk) facilities
- Develop a comprehensive recreation program and facilities
- Commercial and single home development
- Develop gateways into the community

The Carver Heights/ Montclair Area Community Redevelopment Agency works with assistance from the Community Development Corporation. All projects/fund disbursements must be in accordance with the Carver Heights Redevelopment Plan and approved by the CRA.

Organization Chart:



**Total
Department
Budget**
\$ 203,904

**Carver Heights/
Montclair Area
CRA Fund**

Values & Goals

Values & Goals

Value: Excellence in All We Do

Goals:

- ◆ Facilitate Infill Lot Program to encourage single family home development
- ◆ Improve the housing conditions in the Carver Heights CRA
- ◆ Provide for more recreational amenities for residents in the area
- ◆ Construct a Community Outreach Center in the Carver Heights/Montclair community

Value: Open, Accessible Government

Goals:

- ◆ Coordinate with CRA advisory boards for redevelopment projects
- ◆ Hold meetings to discuss needs, concerns and issues affecting the Carver Heights/Montclair Community
- ◆ Provide information to CRA community on redevelopment project/programs

Value: Fiscal Responsibility

Goals:

- ◆ Develop partnerships for redevelopment of residential and commercial properties
- ◆ Market Carver CRA for public and private investment
- ◆ Obtain additional funding to reduce total project cost to CRA

Major Accomplishments:

- CHCRA boundaries were expanded;
- CHCRA timeframe was extended for 30 years (2046);
- CHCRA Redevelopment Plan was adopted;
- Six dilapidated homes were demolished in the CRA;
- Conducted successful clean-up efforts in partnership with the National Relief Network Organization and Lake County Solid Waste;
- Assisted West Leesburg Community Development Corporation with organized neighborhood meetings
- Acquired a single family residential unit and vacant land for the purpose of providing recreation activities at Berry Park

Performance Measures:

	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
Land Acquired (lots/homes/units)	8	2	4
Community Meetings	5	14	14
West Leesburg CDC Board Meetings	4	5	7
Community Cleanup projects	5	2	2
Charets (Visionary planning sessions)	1	3	1
Workshops/ Conferences	12	3	3

Revenue Sources and Appropriations

Carver Heights/ Montclair Area CRA Fund

Revenue Sources and Appropriations & Revenue Detail

	ACTUAL 2013-14	ACTUAL 2014-15	ADOPTED 2015-16	PROPOSED 2016-17
REVENUE SOURCES				
Taxes	75,683	75,691	68,223	84,309
Intergovernmental Revenue	327,572	416,111	96,281	119,595
Miscellaneous Revenues	(3,726)	1,926	0	0
Other Sources	0	0	149,465	0
TOTAL REVENUE SOURCES	399,529	493,728	313,969	203,904

APPROPRIATIONS				
Operations	792,747	624,488	313,969	172,904
Neighborhood Center	0	0	0	31,000
TOTAL APPROPRIATIONS	792,747	624,488	313,969	203,904

Revenue Detail

	ACTUAL 2013-14	ACTUAL 2014-15	ADOPTED 2015-16	PROPOSED 2016-17
TAXES				
33101 Current Property Taxes	75,683	75,691	68,223	84,309
TOTAL TAXES	75,683	75,691	68,223	84,309

INTERGOVERNMENTAL REVENUES				
33156 Federal Grant - C.D.B.G.	20,674	310,406	0	0
33159 Sub Recipient	213,813	0	0	0
33731 Lake County/Redevelopment	93,085	105,705	96,281	119,595
TOTAL INTERGOVERNMENTAL	327,572	416,111	96,281	119,595

MISCELLANEOUS REVENUES				
36110 Interest on Investments	(508)	1,737	0	0
36130 Gain/Loss Investments	(3,228)	189	0	0
36210 Rental Property Income	10	0	0	0
TOTAL MISCELLANEOUS REVENUES	(3,726)	1,926	0	0

OTHER SOURCES				
38111 From Gen. Fund/ Operating Exp	0	0	0	0
38113 From NSP Housing Fund	0	0	49,465	0
38891 Fund Balance Appropriated	0	0	100,000	0
TOTAL OTHER SOURCES	0	0	149,465	0

TOTAL RESOURCES	399,529	493,728	313,969	203,904
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Carver Heights/
Montclair Area
CRA Fund

Appropriations Detail

Account # 017-6190-559

Operations

PERSONAL SERVICES

	ACTUAL 2013-14	ACTUAL 2014-15	ADOPTED 2015-16	PROPOSED 2016-17
1210 Regular Salaries & Wages	0	219	0	0
2110 FICA	0	16	0	0
221x Retirement	0	11	0	0
23xx Insurance	0	45	0	0
2410 Workers' Compensation	0	17	0	0
262x Other Payroll Benefits	0	0	0	0

TOTAL PERSONAL SERVICES

0	308	0	0
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OPERATING EXPENSES

31xx Professional Services	24,548	22,680	150	500
3410 Contract Services	4,713	13,083	0	0
4010 Travel	0	0	500	500
4110 Communication	0	0	0	0
4210 Postage	29	7	50	50
4310 Utilities	544	1,064	2,375	2,375
4410 Rentals	0	349	0	0
4510 Insurance	2,500	2,626	2,500	2,626
4620 Repairs & Maintenance/Building	2,448	0	0	0
4631 Repairs & Maint/Internal IS Maint	950	0	0	0
4710 Printing & Binding	200	0	75	75
4810 Promotional Activities	0	0	500	500
4911 Advertising-Other Ads	1,452	0	0	0
4920 Other Current Charges	175	175	175	175
5180 Minor Furniture & Equipment	0	0	0	0
5210 Operating Supplies	713	41	200	0
5410 Publications & Memberships	0	0	195	695
5520 Training	0	0	350	1,250

TOTAL OPERATING EXPENSES

38,272	40,025	7,070	8,746
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CAPITAL OUTLAY

6110 Land Costs	10,225	0	0	0
6210 Buildings	470,268	100,122	0	0
6310 Improvements other than Bldgs	5,093	58,692	0	15,000
6410 Machinery & Equipment	49,093	0	0	0

TOTAL CAPITAL OUTLAY

534,679	158,814	0	15,000
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DEBT SERVICE

7117 2008 Rev Note Principle	175,387	183,204	293,598	0
7217 2008 Rev Note Interest	28,435	20,789	12,801	0
71xx 2016 Debt	0	0	0	45,000
731x Fees	0	0	500	500

TOTAL DEBT SERVICE

203,822	203,993	306,899	45,500
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GRANTS AND AIDS

8210 Local Contributions	0	2,649	0	0
8213 Housing Rehab Program	15,483	6,085	0	0

TOTAL GRANTS & AIDS

15,483	8,734	0	0
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OTHER USES

9114 Transfer to Stormwater	491	212,614	0	0
9910 Reserve for Future	0	0	0	103,658

TOTAL OTHER USES

491	212,614	0	103,658
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TOTAL APPROPRIATIONS

792,747	624,488	313,969	172,904
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Appropriations
Detail

Appropriations Summary

	ADOPTED 2015-16	PROPOSED 2016-17	INCREASE/ (DECREASE)	PERCENTAGE
Operating Expenses	7,070	8,746	1,676	23.71%
Capital Outlay	0	15,000	15,000	100.00%
Debt Service	306,899	45,500	(261,399)	-85.17%
Other Uses	0	102,968	102,968	100.00%
TOTALS	313,969	172,214	(141,755)	-45.15%

Significant Budget Changes:

The change in Operating Expenses is due to an increase in Publications & Memberships and Training. The reduction in Debt Service is attributable to paying off the 2009 Revenue note in FY 15-16. The increase in the Other Uses category is due to a Reserve amount being budgeted for FY 16-17.

Carver Heights/
Montclair Area
CRA Fund

Operations

Appropriations
Summary

Carver Heights/
Montclair Area
CRA Fund

Appropriations Detail

Account # 017-6192-559

Neighborhood
Center

Appropriations
Detail

	ACTUAL 2013-14	ACTUAL 2014-15	ADOPTED 2015-16	PROPOSED 2016-17
<u>OPERATING EXPENSES</u>				
3410 Contract Services	0	0	0	12,500
4110 Communication	0	0	0	500
4310 Utilities	0	0	0	10,000
4510 Insurance	0	0	0	4,000
4625 Repairs & Maintenance/Non Build	0	0	0	750
5180 Minor Furniture & Equipment	0	0	0	1,000
5210 Operating Supplies	0	0	0	2,250
TOTAL OPERATING EXPENSES	0	0	0	31,000
TOTAL APPROPRIATIONS	0	0	0	31,000

Appropriations Summary

	ADOPTED 2015-16	PROPOSED 2016-17	INCREASE/ (DECREASE)	PERCENTAGE
Operating Expenses	0	31,000	31,000	100.00%
TOTALS	0	31,000	31,000	100.00%

Significant Budget Changes:

This division was created in the FY 16-17 budget for expenses associated with the new West Leesburg Neighborhood Center.

Carver Heights/
Montclair Area
CRA Fund

Neighborhood
Center

Appropriations
Summary

RESOLUTION NO. _____

RESOLUTION OF THE CARVER HEIGHTS / MONTCLAIR
AREA COMMUNITY REDEVELOPMENT AGENCY OF
LEESBURG, FLORIDA, APPROVING THE AMENDED FISCAL
YEAR 2015-16 BUDGET; APPROPRIATING CERTAIN FUNDS TO
SPECIFIC REDEVELOPMENT PROJECTS; AND PROVIDING
AN EFFECTIVE DATE.

BE IT RESOLVED BY THE CARVER HEIGHTS/MONTCLAIR AREA
COMMUNITY REDEVELOPMENT AGENCY:

THAT the Amended Fiscal Year 2015-16 Budget, is hereby adopted and ratified;

THAT the following appropriations from the Redevelopment Trust Fund are made
for specific redevelopment projects to be completed within three (3) years:

- Amounts available for carryover approximating \$213,952 for improvements
to the Carver Heights/Montclair Area Community Redevelopment Agency.

THAT this resolution shall become effective immediately.

PASSED AND ADOPTED by the Carver Heights/Montclair Area Community
Redevelopment Agency of Leesburg, Florida, at a regular meeting held the 12th day of
September 2016.

Chairperson

ATTEST:

Secretary/City Clerk

RESOLUTION NO. _____

RESOLUTION OF THE CARVER HEIGHTS / MONTCLAIR
AREA COMMUNITY REDEVELOPMENT AGENCY OF
LEESBURG, FLORIDA, APPROVING THE FISCAL YEAR 2016-17
BUDGET; APPROPRIATING CERTAIN FUNDS TO SPECIFIC
REDEVELOPMENT PROJECTS; AND PROVIDING AN
EFFECTIVE DATE.

BE IT RESOLVED BY THE GREATER LEESBURG COMMUNITY
REDEVELOPMENT AGENCY:

THAT the Fiscal Year 2016-17 Budget is hereby adopted and ratified;

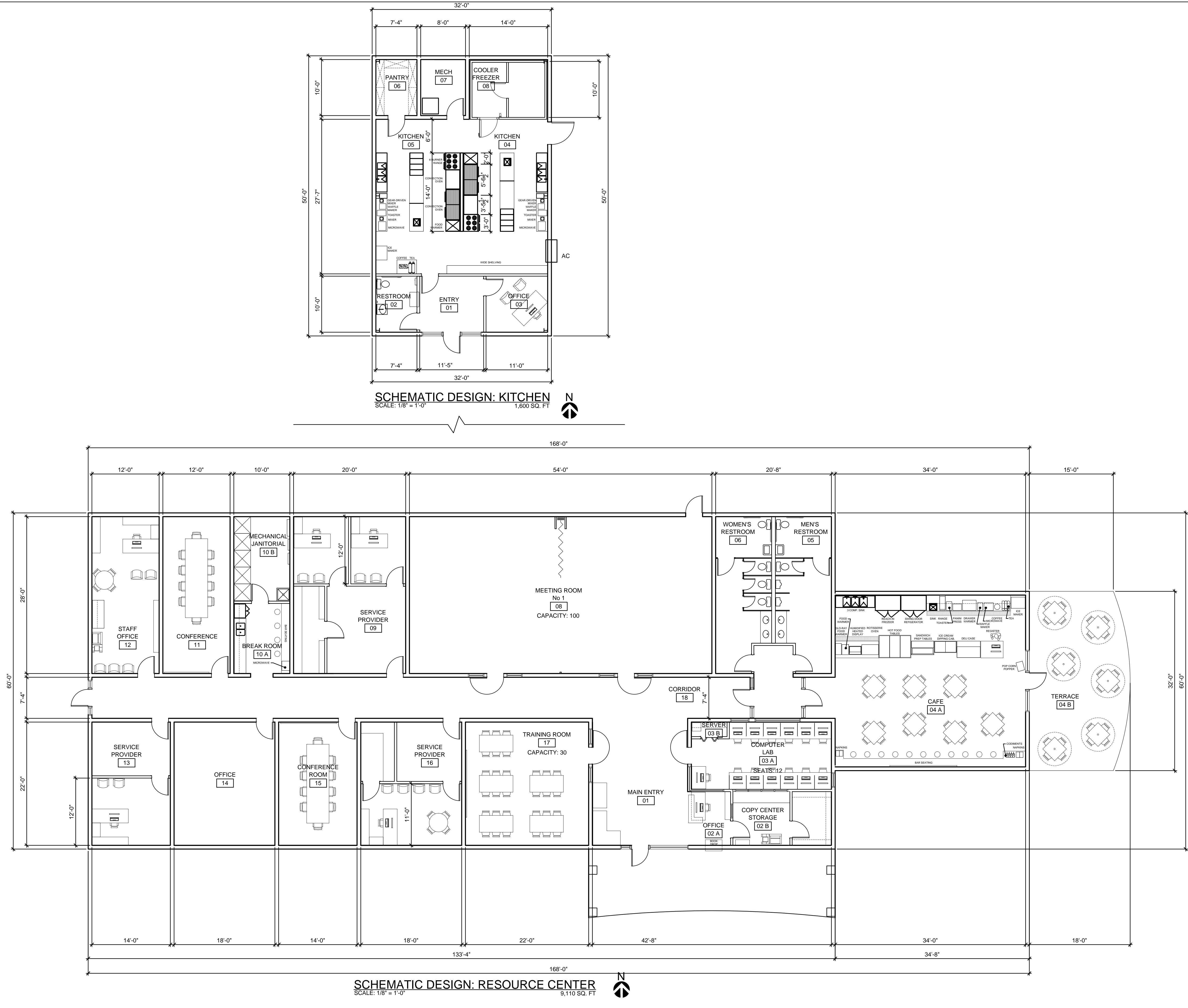
THAT this resolution shall become effective immediately.

PASSED AND ADOPTED by the Greater Leesburg Community Redevelopment Agency
of Leesburg, Florida, at a regular meeting held the 12th day of September, 2016.

Chairman

ATTEST:

City Clerk/Secretary

[illegible][illegible]